
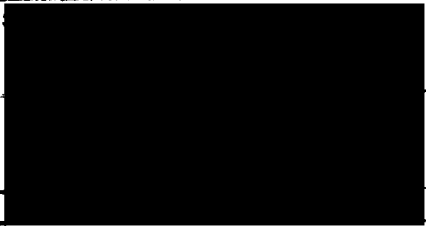


(CLASSIFICATION)

FORUM PANEL RECOMMENDATION		DATE 23 October 1968
RECOMMENDATION <i>Reduce all permanent type of records to microfilm. (Even these permanent ^{files} should be well screened before being processed). All temporary should have as short a duration needed to carry out their function and then destroyed.</i>		
EXPLAIN RELATED REASONS OR PROCEDURES <i>The subject files, publications, operational files (course material), etc. should be microfilmed in 1 to 5 year segments according to volume. There would need to be a microfilm reader in the Record Center plus two or three at headquarter office for use.</i>		
SIGNATURE OF PANEL MEMBER 		PANEL GROUP NUMBER <i>III</i>
PANEL GROUP COMMENTS 		25X1A9a

CENTRAL PANEL REVIEW		
ACTION	SIGNATURE OF MEMBER	
	SIGNATURE OF CHAIRMAN	

FORM 2900
10-68